

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

052

POSITION MANAGEMENT

Functional Area Manager: MPC-10

Point of Contact:

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052 01

CLASSIFICATION

052 01 001

Is the HRO providing advice and guidance to management officials exercising MTP and non-MTP functions, such as drafting position descriptions, conducting position reviews, and writing evaluation statements?

Reference

5 Code of Federal Regulations (CFR) §511.605;

SECNAV 12250.6A; DON Civilian Human Resources Roles and

Responsibilities, 25 April 2013; Marine Corps Order (MCO) 12510.2C

052 01 002

Are positions being correctly classified?

Reference

5 CFR §511.101(C), and 601; SECNAV 12511.1; SECNAV 12250.6A;

DON Civilian Human Resources Roles and Responsibilities, 25 April

2013; MCO 12510.2C

052 01 003

Have position descriptions been properly prepared and/or certified for all established positions?

Reference

5 CFR §511.101 (B)-(E); SECNAV 12511.1; SECNAV 12250.6A,

dtd 17 Jan 2013; MCO 12510.2C

052 01 004

Are management officials re-describing positions as necessary and justified?

Reference

5 CFR §511.101(E), 202 and 601; SECNAV 12511.1; SECNAV

12250.6A; MCO 12510.2C

052 01 005

Are HROs providing training to managers and supervisors on classification and position management?

Reference

SECNAV 12250.6A; DON Civilian Human Resources Roles and

Responsibilities, 25 April 2013; MCO 12510.2C

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- 052 01 006 Are classification decisions and new classification standards directed by the Office of Personnel Management (OPM), Department of Defense (DoD), and Department of Navy (DON) being implemented for all Marine Corps employees?
Reference
5 United States Code (USC) 5102; 5 CFR 511; SECNAV 12250.6A; SECNAV 12511.1; DON Civilian Human Resources Roles and Responsibilities, 25 April 2013; MCO 12510.2C
- 052 01 007 For positions classified by the Office of Civilian Human Resource (OCHR) or under MTP, are HROs providing advice and guidance to management and assisting in the preparation of management's response to classification appeals filed by an employee?
Reference
DON Civilian Human Resources Roles and Responsibilities, 25 April 2013; MCO 12510.2C
- 052 01 008 Are classification appeal procedures properly processed, documented, and communicated to employees?
Reference
5 CFR §511.601, 602, 603, 604, 605 and 606
- 052 01 009 Are OPM and DON classification certifications properly exercised and notated on the Official Form (OF)-8, Position Description cover sheet?
Reference
5 CFR §511.203; SECNAV 12250.6A; SECNAV 12511.1; DON Civilian Human Resources Roles and Responsibilities, 25 April 2013; MCO 12510
- 052 01 010 Does classification of positions to higher grades based on accretion of duties meet all regulatory and policy requirements?
Reference
5 CFR §335.103(C)(3)(iii); 5 CFR §511.701; SECNAV 12250.6A; SECNAV 12511.1; MCO 12510.2C
- 052 01 011 To the extent reviewed, are positions appropriately designated under the Fair Labor Standards Act (FLSA)?
Reference
5 CFR §551.201

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- 052 01 012 Does the command have and/or did it properly exercise a position management program that supports and enhances the efficiency and performance of the organization?
Reference
5 CFR §511.101 (C) & (E); SECNAV 12511.1; SECNAV 12250.6A; DON Civilian Human Resources Roles and Responsibilities, 25 April 2013; MCO 12510.2C
- 052 01 013 Has the command conducted a position management review of all civilian positions within the last 3 years?
Reference
5 CFR §430, 432, 451 and 531; 5 CFR §511.101 (B)-(E); SECNAV 12250.6A; SECNAV 12511.1
- 052 02 COMPENSATION
- 052 02 001 Are pay differentials properly documented and paid?
Reference
MCO 12510.2C
- 052 02 002 Are HR Advisors appropriately and accurately advising management on additional pay (e.g., pay entitlements and discretionary pay authorities)?
Reference
DON Civilian Human Resources Roles and Responsibilities, 25 April 2013
- 052 02 003 Are HR Advisors ensuring proper documentation supporting submitted RPAs is provided to the appropriate OCHR Operations Center for review, verification, approval and processing?
Reference
SECNAV 12250.6A; DON Civilian Human Resources Roles and Responsibilities, 25 April 2013
- 052 02 004 Is the Command and/or HRO supporting and providing information for the completion of Defense Civilian Personnel Advisory Service (DCPAS) federal wage surveys, including coordinating and participating in full-scale wage surveys?
Reference
SECNAV 12250.6A; DON Civilian Human Resources Roles and Responsibilities, 25 April 2013

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052 03 GENERAL

052 03 001 Do HR Advisors have unfettered access to commanders, activity heads, managers and staffs to provide civilian human resources technical advice and counsel on any matter or issue directed to those leaders?

Reference

SECNAV 12250.6A; DON Civilian Human Resources Roles and Responsibilities, 25 April 2013

052 03 002 Are HR Advisors able to volunteer their technical advice and counsel to commanders, activity heads, managers and staffs on any matter which they determine should be brought to their attention?

Reference

SECNAV 12250.6A; DON Civilian Human Resources Roles and Responsibilities, 25 April 2013